

U.S. Department of the Interior – Office of the Secretary

Meeting Proposal Information Form

*Please complete this form and send to scheduling@ios.doi.gov

Specific request to the Secretary:

Meeting date:

Meeting location:

Contact information:

Briefly describe the proposed meeting agenda in as much detail as possible, and the desired outcome of the Secretary's participation:

Expected meeting participants (names and titles):

Desired length of time for the meeting:

Are there any other specific matters you would like the Secretary to address?

Please supply any pertinent background information regarding the genesis of this meeting proposal:

With which Bureau or Agency does your agenda most align?

If the Secretary is unable to meet, is a surrogate desired? If yes, who specifically?